

## 10.90 Travel Rates

### 10.90.10 Reimbursement rates

10.90.10.a This section provides lodging, subsistence, and mileage rates for state officials and employees traveling on official state business. The Office of the State Controller revises this section periodically based upon changes to source documents produced by three separate agencies of the federal government.

10.90.10.b **Lodging, Meals, And Private Vehicle Mileage Rates For The Continental USA** refer to Subsection 10.90.20.

### 10.90.10.c High Cost Lodging And Subsistence Rates For The Continental USA

Per diem allowances for High Cost Locations in the Continental USA are periodically revised by the General Services Administration and can be accessed on the Internet at the following address:

- <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm> (U.S. General Services Administration (<http://www.gsa.gov/>)- Per Diem Rates.) Select U.S. Per Diem Rates by Location (Continental USA) to view rates for the contiguous states. Taxes may be added to the lodging rates shown in these tables.

If the travel location is not listed (city or county), use Subsection 10.90.20 lodging and subsistence rates for non high-cost areas. For cities in the U.S. where the counties are not known, the following Internet address can be used: [http://www.naco.org/counties/queries/city\\_srch.cfm](http://www.naco.org/counties/queries/city_srch.cfm).

### 10.90.10.d Lodging And Subsistence Rates For The Non Continental USA And Foreign Locations

Per Diem allowances for foreign locations, Alaska, Hawaii, and US Possessions are revised monthly and can be accessed on the Internet at the following address:

- <http://www.state.gov/m/a/als/prdm/> (U.S. Department of State – Foreign Per Diem Rates.) Rates for Alaska, Hawaii, and U.S. possessions follow the foreign rates. Most of the lodging rates in these tables include all taxes. However, taxes on lodging are separately reimbursable for Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and U.S. possessions.

10.90.20	Reimbursement Rates for Lodging, Meals, and Private Vehicle Mileage																																										
Rates October 1, 2003							Notes																																				
<p><b><u>Maximum Allowable Lodging Rates</u></b> (see notes for tax treatment)</p> <ul style="list-style-type: none"><li>• <b>Non High-Cost Locations</b> (In State and Out of State)<ul style="list-style-type: none"><li>• Maximum rate = \$55/ night plus tax</li><li>• Exception to maximum rate = \$129.00 / day {(55+31) x 150%}</li></ul></li><li>• <b>High-Cost Locations</b> = See web site <a href="http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm">http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm</a> for the rates for individual high cost locations in the Continental USA.</li></ul>							The reference for the maximum lodging rates is the U.S. General Services Administration’s web site, <a href="http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm">http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm</a> . Select U.S. Per Diem Rates by Location ( <u>Continental USA</u> ) to view rates for the contiguous 48 states (amounts shown <b>are before adding applicable state and local taxes to the reimbursement rates</b> ) or <u>Foreign Per Diem Rates</u> (taxes included) to view rates for Alaska, Hawaii, and U.S. possessions.																																				
<p><b><u>Meal Rates</u></b> (including taxes and tips and incidental expenses)</p> <table><tr><td></td><td><b>Non High-Cost Locations</b></td><td colspan="5"><b>-----High Cost Locations-----</b></td></tr><tr><td>Breakfast</td><td>\$ 7.00</td><td>\$ 8.00</td><td>\$ 9.00</td><td>\$10.00</td><td>\$11.00</td><td>\$12.00</td></tr><tr><td>Lunch</td><td>9.00</td><td>10.00</td><td>11.00</td><td>13.00</td><td>14.00</td><td>15.00</td></tr><tr><td>Dinner</td><td><u>15.00</u></td><td><u>17.00</u></td><td><u>19.00</u></td><td><u>20.00</u></td><td><u>22.00</u></td><td><u>24.00</u></td></tr><tr><td>Totals</td><td><u>\$31.00</u></td><td><u>\$35.00</u></td><td><u>\$39.00</u></td><td><u>\$43.00</u></td><td><u>\$47.00</u></td><td><u>\$51.00</u></td></tr></table>								<b>Non High-Cost Locations</b>	<b>-----High Cost Locations-----</b>					Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$11.00	\$12.00	Lunch	9.00	10.00	11.00	13.00	14.00	15.00	Dinner	<u>15.00</u>	<u>17.00</u>	<u>19.00</u>	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>	Totals	<u>\$31.00</u>	<u>\$35.00</u>	<u>\$39.00</u>	<u>\$43.00</u>	<u>\$47.00</u>	<u>\$51.00</u>	To determine which high cost meal rate applies for a specific high cost location in the Continental USA, refer to web site <a href="http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm">http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm</a> (Meal rates will be referred to as <u>subsistence</u> rates.)	
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<p><b><u>Non High-Cost Per Diem Rate</u></b></p> <ul style="list-style-type: none"><li>• Daily rate = \$86.00 / day = Non high-cost lodging rate (\$55) + Non high-cost meals rate (\$31)</li><li>• Hourly rate = \$86 / 24 hours = \$3.54 per hour</li></ul>							Certain types of boards and commissions use both daily and hourly rates (Section 10.70). Also, the hourly rate is used when an employee is authorized to use a privately owned travel trailer or camper (Subsection 10.30.70).																																				
<b>Private Owned Vehicle (POV) Mileage Rate</b> = \$.32 / mile							Source: Collective Bargaining																																				